

## Preparing Invoice and Supporting Documents for ESSER I / ESSER II grant

1. GEM Systems will be utilized for the reimbursement process. Please go to - [www.4pcamaine.org](http://www.4pcamaine.org)
2. Select the link for “Federal Grant Reimbursement System”



Maine Department of Education  
Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website.

### School Emergency Relief Fund (ESSERF) Applications

- [ESSERF 1 Application](#)
- [ESSERF 2 Application](#)

### Maine Coronavirus Relief Fund (CRF 2) Applications

### Emergency Assistance to Non-Public Schools Program (EANS)

### American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER)

### ARP Homeless Children and Youth II Application (Microsoft Form)

### Federal Grant Reimbursement System

### FY2021 IDEA Year End Report

### Elementary and Secondary Education Act Application\*

- [FY2021 and earlier ESEA Applications](#)
- [School Year 2016-20 and earlier ESEA Performance Reports](#)

3. From federal grant reimbursement menu, select the invoice for ESSER I / ESSER II

HOME SY20-21 INVOICES SY19-20 INVOICES SY18-9 INVOICES ACCOUNT GUIDANCE LOG OUT

### Federal Grant Reimbursement Menu

4. Fill out the Billing period. The billing period on the invoices can be monthly or up to three months but cannot overlap fiscal years.

5. Select Reimbursement as the type of funds requested.

Select type of funds requested ☒ Reimbursement ☐ Other

6. Fill out the funds invoiced per budget category.

7. Provide all the required documentation for the invoice. These need to be attached by uploading the .pdf files in GEM system.

\*[ACCOUNT MANAGER GUIDANCE FOR PROCESSING INVOICES](#)

This section can be used by account managers to upload additional compliance documentation for this invoice.

### Upload PDF & Attach to Invoice

File:  No file chosen

### **Required Documentation -**

Each invoice submission should include:

- 1) **Trial Balance** –
  - a) A detailed trial balance
  - b) Trial balance period must match period being invoiced
- 2) It would be very helpful if, in addition to the Trial Balance, you provide a list of invoices by Category and type i.e. Student Supports-7300, Staff Support-3000, etc.

### **Following are important information to prepare your submittal-**

1. ESSER I and ESSER II are reimbursement grant which means you can only request for reimbursement once the expenses are incurred.
2. Sales tax is not an allowable expense for federal grants and should not be submitted for reimbursement.
3. For each category of expenses submitted, ensure there is a budget amount in that category. Expenses cannot be submitted in categories that do not have an associated budget.

**Please be advised that the reimbursement process typically takes 17-45 business days from invoice submission to reimbursement check receipt.**